



Business Banter

Vocabulary

All the words in this lesson may be associated with the world of business.

authorize (AW thuh RYZ) V. to give power to or authority for (*I authorize you to sign all payroll checks in my absence.*)

compensation (KAHM puhn SAY shuhn) N. something paid out for services rendered (*Men and women should receive equal compensation for equal work.*)

consultant (kuhn SUHL tuhnt) N. one who gives professional or technical advice (*Our firm hired a consultant to help us computerize our production department.*)

correspondence (KOR i SPAHN duhns) N. letters or the exchange of letters (*In certain businesses, frequent correspondence with customers is vital.*)

courier (KUR ee ur) N. a speedy messenger (*We hired a courier to deliver the documents to city hall by noon.*)

credentials (kri DEN shuhlz) N. written testimonials or other proof of qualifications (*Before hiring new employees, be sure to verify their credentials.*)

disclose (di SKLOHZ) V. to make known; to uncover (*The time has come to disclose the particulars of our new product to the press and public.*)

diversify (di VUR suh FY) V. to give variety to; to invest in various markets or products (*If our company is to compete in today's economy, we must diversify.*)

expend (ik SPEND) V. to spend or use up (*Do not expend your energies on useless ventures; concentrate on those that are profitable!*)

financier (FIN uhn SEER) N. one who manages large sums of money or investments; a financial expert (*That financier controls the assets of three major corporations.*)

forum (FOR uhm) N. a public meeting or a meeting place for public discussion (*The electric company is holding an open forum on the proposed nuclear plant.*)

hoax (hohks) N. a fraud or deception (*The previously announced product line was all a hoax to confuse the competition.*)

incorporate (in KOR puh RAYT) V. to form into a particular type of business organization—a corporation—that has specific legal rights (*Ariel's photography business has grown, so she is going to incorporate.*)

incorporation (in KOR puh RAY shuhn) N. the act of being legally formed into a corporation (*The owners talked with a lawyer about the need for incorporation.*)

legitimate (luh JIT uh mit) ADJ. lawful; valid (*When the papers were all signed, the new corporation was a legitimate business firm.*)

lucrative (LOO kruh tiv) ADJ. yielding gain or producing wealth (*What is the most lucrative business career at this time?*)

merger (MUR jur) N. a combining of two or more companies (*Often a merger will allow two smaller companies more capital to work with.*)

priority (pry OR i tee) N. rating by importance or necessity (*Standard business procedure is to give top priority to the best customers.*)

punctual (PUHNGK choo uhl) ADJ. on time (*The first rule for new employees who want to be promoted is to be punctual.*)

speculate (SPEK yuh LAYT) V. to take a business risk; to buy or sell expecting to profit from future price changes (*Never speculate with money you cannot afford to lose.*)